



Application for Facility Use of Milton Grange

Town of Milton | Town Manager's Office

43 Bombardier Road, Milton, VT 05468

Telephone: 802-891-8020

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Application must be submitted to the Town of Milton at least 21 days prior to the event with all sections completed. The Town requires at least 72 hours' (3 weekday) notice if you cancel an event, otherwise a cancellation fee of may be assessed.

Applicant and Event Information

Applicant: _____ DBA: _____

Address: _____ Town/City _____

Contact Number: _____ Email Address: _____

Type of Event: ☐ Town/Town Sponsored ☐ Town Affiliated (Milton Non-Profit)
☐ Milton School District ☐ Local Business or other outside entity
☐ Resident/Non-Resident event (birthday party, wedding reception, etc.)

If a one-time event: Date: _____ Hours (event time frames below) : From: _____ To: _____
(Please include set up and break down times)

If recurring, frequency and dates/times: _____

Attendance: _____ (estimated number of persons attending)

Is this gathering: ☐ Public ☐ Private Is the event a: ☐ Meeting ☐ Function /Event

Will alcoholic beverages be served? ☐ Yes ☐ No (See special requirements below)

Will money be received (from ticket sales, entrance fee, gift/donation/solicitation etc.)? _____

If entertainment or a performance will be provided, please describe: _____

*If money is being received, you may also be required to complete an entertainment license application.

NOTE: THE PUBLIC IS NOT COVERED UNDER THE TOWN OF MILTON'S INSURANCE POLICY

If you would like to reserve and/or rent the Milton Grange, these are your insurance options:

1. You may provide proof of insurance for your event or activity with a Certificate of Insurance Coverage. The Certificate must name the Town of Milton as an additional insured and show coverage in the amount of combined minimum single limit coverage of \$300,000 per occurrence and \$300,000 in the

aggregate. This Certificate shall remain in force from the date and time of the beginning of the event until the date and time of the end of the event. Adding the Town of Milton as an additional insured to your homeowners policy may be of no additional cost to you; OR

2. You may purchase insurance (including liquor liability insurance) from your own insurance agent or online at places like <https://www.specialeventinsurance.com> or <https://www.markelinsurance.com/event/event-liability-insurance> showing the Town of Milton as additionally insured; OR
3. The Applicant(s) agrees to indemnify and hold the Town of Milton, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use of the Town's Facility by the Applicant, the Applicant's guests, agents, or employees.

You must select one option: As authorized representative of this Application,

I have chosen option: ____1 ____2 ____3

If option 1 or 2 is chosen, attach your Certificate of Insurance Coverage with this Application.

- **Consumption of alcohol on the premises is expressly forbidden without prior written approval by designated Town representative, and under one of these circumstances:**
 - An event is held and the liquor is catered. The caterer must provide proof of insurance including liquor liability because they are responsible under their liquor license for safely serving alcohol to guests.
 - A function where it is BYOB. Please **see choice two above** that lists options for purchasing single-use liability insurance.
- Only the authorized representative shown on this application may cancel the event, 72 hours' (three weekday) notice is required and no refund or any portion thereof will be made.
- Any services and/or requirements of the Town will be at the expense of the Applicant. Town staff will provide an estimate of costs to the Applicant prior to the event and payment will be expected to in advance of the event.
- The Applicant agrees to abide by and conduct its events in accordance with rules, laws, regulations and ordinances, including those related to alcohol, smoking and noise. Applicant shall not allow or engage in any illegal activity.
- Any damage to the Town's property will be the sole liability of the responsible person signing this agreement and/or their agent/heirs/executors.
- In cases where property has been damaged or abused beyond normal wear, applicant will be billed for and accepts responsibility to pay for all damage and additional clean-up.
- Kitchen usage is limited to preparation only as there are no resources in the kitchen or on the premises for cooking. The Applicant may only use the kitchen's refrigerator and sink, not its ovens.
- All food must be prepared by, brought onto the premises, and served by Applicant or a caterer that is designated by the Applicant.
- Applicant must provide on meal-related paper products (cups, plates, napkins, utensils, etc.). Items in kitchen cupboards, drawers, etc. should not be used.
- Clean-up is the Applicant's responsibility. Please leave the Grange facility the way you found it. Applicant is expected to provide sufficient supervision to minimize spillage of food and beverages on the Facility floors during the rental event. Any Applicant leaving excessive trash in the main hall, kitchen, restrooms, lobby, and/or outside of doors is subject to additional charges. Applicant must finish the clean-up no later than the time the Applicant has identified as the ending time for his/her event.
- Decorations may not be fastened to the walls with thumb tacks, nails, or staples. Masking tape is permitted but must be removed at the conclusion of the event. Candles must be completely enclosed in a glass or non-flammable holder. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is

prohibited in the ballrooms and/or on the grounds. No rice, birdseed, or other similar items shall be thrown in or around the Facility. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away.

- No live animals will be allowed on the premises (excluding service animals).
- All guests attending the event shall remain within the designated areas.
- The Applicant's guest number may not exceed the allowed number of people in the facility at any time during the event.
- No smoking will be permitted in any area of the facility at any time.
- In the event of youth or underage event, additional security may be required. The client may provide chaperones for the youth event with prior authorization.
- The Town will not be held liable for any property left on the premises after the event's conclusion.
- The Town, its officers, agents and employees shall have the right to enter the event to confirm the Applicant's conformance to this Application and if a breach is determined, the Town shall have the right to immediately terminate this Application and use of the Town facility prior to the conclusion of the event without refund.
- **Please note**, if **ENTERTAINMENT** will be provided at the event and a fee is charged (like ticket sales or cover charge), the Applicant must also apply for an Entertainment License. Final approval of an Entertainment License is dependent on Selectboard approval.

The Applicant will be notified as soon as possible of the action taken with regard to approval or rejection of this Application.

As the authorized representative of this Application, I fully understand the requirements as noted herein and further understand that it is my responsibility to read these documents and be cognizant of their content. I fully understand that the services and/or requirements the Town indicates will be at my expense. I agree to the estimated amounts indicated and understand that I am expected to provide payment in advance of the event. Failure to pay in advance will result in cancellation of the event. The Town of Milton reserves the right to cancel the event if necessary in the best interest of the Town.

Print Name:_____ **Signature:**_____ **Date:**_____

Liability Hold Harmless Agreement

In consideration of this agreement between me _____ (company or individual name) and the Town of Milton, I agree, and for my heirs, executors and administrators agree to indemnify, defend and hold forever harmless the Town of Milton, its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses – including attorneys' fees and disbursements – for injury to or death of any person including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the company or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the company, or the agents, servants or employees of either, while performing services, for, at the behest of, under contract with or on the behalf of the Town of Milton.

Printed Name

Signature and Date

Printed Name of Witness

Witness Signature and Date

MILTON GRANGE FACILITY USE DEFINITIONS & FEE SCHEDULE

	Category	Meeting	Function/Event
1	Town/Town Sponsored	\$0	\$0
2	Town Affiliated (Milton Non-Profit)	\$0	\$25
3	Milton School District	\$25/Hour	\$25/Hour
4	Businesses (not to exceed fee for category 5)	\$25	\$50/Hour
5	Resident/Non-Resident event (birthday, wedding reception, etc.) - 1 st time slot	N/A	\$125/\$225
	Resident/Non-Resident event - add additional time slot	N/A	\$75/\$75

Generally a "meeting" includes members of a group; a Function/Event includes 3rd Parties

Discounts for recurring use by same group = TBD based on frequency & length
Will schedule recurring only Sept - Nov, then review 1st 3 months' and tweak

Event Time Frames

Weekday = Monday - Friday 7 AM - 5 PM

(Slots = 7 AM - Noon, Noon - 5 PM,)

Weeknight = Monday - Thursday 5 PM - 9 PM

(Slots = 5 PM - 9:00 PM)

Weekend = Friday night 5 PM - 10 PM, Sat 7 AM - 10 PM, Sunday 8 AM - 5 PM

(Slot (Friday Night) = 5 PM - 10 PM)

Slots (Saturday) = 7 AM - Noon, Noon - 5 PM, 5 PM - 10 PM

(Slots (Sunday) = 7 AM - Noon, Noon - 5 PM)

PLEASE NOTE: THE BATHROOMS HAVE NO DISABLED ACCESS STALLS. THE ONLY MEANS TO TRAVEL BETWEEN UPPER AND LOWER FLOORS IS VIA THE STAIRWELL. WIFI IS NOT AVAILABLE AT THE GRANGE.

ONCE THIS APPLICATION HAS BEEN RECEIVED WITH ALL NECESSARY SIGNATURES AND ADDITIONAL DOCUMENTS, APPLICANT WILL GAIN ACCESS TO THE GRANGE ON THE DAY OF THEIR EVENT BY REMOVING KEY FROM A LOCKBOX ON FRONT DOOR HANDLE. THE APPLICANT MUST KEEP THE KEY IN THEIR SOLE POSSESSION. IT IS THE APPLICANT'S RESPONSIBILITY AT EVENT CONCLUSION TO RETURN THE KEY TO THIS LOCK BOX AND MOVE THE NUMBERS ON IT SO COMBINATION IS NOT VISIBLE.

THE APPLICANT MAY ONLY ACCESS THE GRANGE DURING THE HOURS OF USE LISTED ON THEIR APPLICATION AND IS RESPONSIBLE FOR ENSURING ALL LIGHTS ARE OFF AND THAT WINDOWS & DOORS ARE CLOSED AND LOCKED AFTER THEIR USE IS COMPLETE.